

ANNEX C Weekend Coverage and Set-up TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

1. **PURPOSE:** To establish guidelines for weekend coverage and set-up JRTC & Fort Polk Chapel Services. To provide guidance on preparing the sanctuary for Protestant and Catholic services.

2. **SCOPE:** This Appendix applies to all UMT members and authorized personnel (Special Duty, etc.) who perform weekend duties in the JRTC & Fort Polk Chapel Facilities.

3. RESPONSIBILITIES:

a. NCOIC:

(1) Responsible for the procurement of supplies and equipment needed for worship services on Sunday at JRTC & Fort Polk Chapels. The NCOIC will order and maintain all items necessary for use in Sunday services.

(2) Train Chaplain Assistants to properly perform duties on Sundays.

(3) Provide Chaplain Assistants with a Weekend Duty Checklist (See attachment) for use in performing duties on Sunday.

(4) Publish a duty schedule 2 months out to inform Chaplain Assistants of their duty weekends.

b. Chaplain Assistants:

(1) Arrive at the chapel by 0800 and begin preparing for the first service. The Duty uniform is BDUs and highly shined boots unless instructed otherwise. Chaplain Assistants will use SOP Appendix H, JRTC & Fort Polk Chapel Opening/Closing Procedures and the Weekend Duty Checklist to perform their duties on Sundays.

(2) The offering will be collected and secured IAW SOP Appendix E, Offering Control.

4. PROCEDURES:

a. Chaplain Assistants will follow the Weekend Duty Checklist when performing Sunday Duties.

b. Upon completion of Weekend Duty, a copy of the checklist will be placed in the NCOIC distro box.

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SUNDAY DUTY CHECKLIST CHAPLAIN ASSISTANT: _____

DATE: _____

RESTROOMS

Empty trash and replace trash bags
Replace paper towels, toilet paper, and soap
Clean mirrors, sinks, and toilets
Sweep and mop floor
Empty disposable napkins in female restrooms
Turn on/off lights

ACTIVITY ROOM

Empty trash and replace trash bags
Set-up/tear-down chairs
Sweep and mop floor

KITCHEN

Check trash
Clean if necessary

COMMON AREAS

Empty trash and replace trash bags
Sweep/mop floor
Check windows (clean if necessary)

COFFEE AREA

Make coffee
Resupply napkins, sugar, cream, spoons, cups
Clean table & pot
Sweep and mop floors
Turn on/off lights

SANCTUARY

Vacuum
Discard Bulletins
Turn on/off lights and fans
Check pews for Bibles, books, and trash
Extinguish candles
Turn Cross back around
Turn on/off sound system

OFFICE

Empty trash & replace bags
Vacuum
Turn on/off lights

SUNDAY SCHOOL ROOM

Empty trash & replace bags
Turn on/off lights

SET-UP FOR MORNING SERVICES

Sweep front stairs as needed
Turn on/off lights
Straighten hymnals/Bibles
Light candles 15 minutes prior to service
Check colors for altar frontal in
Ecclesiastical Calendar/change as needed
Ensure accurate attendance
Place Protestant pulpit in center of stage
Consult Chaplain for special needs

CATHOLIC SERVICE ONLY

Place Missals on the back table
Set-up two (2) microphones next to piano
Holy Water in Fonts
Christ-side of cross facing out
Pulpit to left of stage
Sacramental on Alter
Lectionary on Pulpit

OFFERING

Obtain money bags
find two (2) counters
Complete FP Form 898
File copy of FP Form 898
Deposit money in the bank

BAPTISM SET-UP

Obtain guidance from performing Chaplain

COMMUNION SUNDAY

Protestant – See diagram
Catholic - See Diagram
Use Baster to fill cups